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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** September 24, 2003  
**RE:** Vendor Input Form

Effective Monday, October 27, 2003, SAM II Financial vendor file changes and deletes must be submitted via fax to (573) 526-9813 on the updated Vendor Input Form (MO 300-1489 (9-03)). This updated form requires the vendor to complete and sign Section A and the state agency to complete and sign Section B. Instructions have been added to the form to assist vendors and state agencies with the completion of each field on this form. In addition, a General Instruction section contains IRS information applicable to vendor file updates. Forms that are not completed correctly, or in their entirety, will be returned by OA/Accounting to the submitting state agency for completion and resubmission.

The Vendor Input Form and instructions can be downloaded by going to the SAM II Financial website, Policies and Procedures, SAM II Forms, Download Eforms, Universal Forms Index, SAM II Purchasing, Vendor Input (9/03). If your agency has been granted an exception to submit vendor adds through fax, this revised form will be required effective Monday, October 27, 2003. Forms that are not completed in their entirety will be returned to the submitting state agency for completion and resubmission. If your agency does not have a written exception to submit vendor adds through fax, and a vendor add is received through fax, the request will be returned and requested to be submitted through the on-line process.

Effective Monday, October 27, 2003, vendor deletes will be processed when the TIN is incorrect for a vendor. All other vendor delete requests, including vendor delete requests for vendors no longer needed, will not be processed by OA/Accounting. A monthly SAM II Financial system purge job will automatically delete vendors that have had no activity for two years.

Vendors with an incorrect TIN on the SAM II Financial Vendor File can be corrected by submitting an on-line add request for the correct TIN and informing OA/Accounting in the message section of the email being sent to OK100 for this vendor add, that the vendor is on the vendor file with an incorrect TIN. This message must include the vendor name, incorrect TIN, and all alternate address indicators under this incorrect TIN that need to be deleted. In addition, a completed Vendor Input Form must be submitted through fax on the same day that the vendor add request is submitted requesting the deletion of the incorrect TIN for each vendor number. A note must be included on the cover sheet of the fax that cross-references the delete to the correct TIN that was submitted on-line.

Each year, OA/Accounting is notified by the IRS when tax id numbers (TIN) are missing, when TINs were submitted by the State of Missouri that are not currently issued by the IRS, or when the vendor's name and TIN do not match the IRS files. OA/Accounting places these vendors on Stops Processing each year and sends a request for corrected TIN and other vendor information directly to the vendor. Vendors are required to complete the Vendor Input Form and return it directly to OA/Accounting. This is the only exception to the processing of the Vendor Input Form without the state agency completing Section B of the form. Effective Monday, October 27, 2003, any other Vendor Input Form that is received directly from the vendor will be returned to the vendor requesting they contact the state agency which they do business with and submit the form through the state agency.

Thank you for your assistance. If you have any questions, please contact your Agency Customer Service Coordinator. If your Agency Customer Service Coordinator has any questions, he/she will contact OA/Accounting's Agency Customer Service Coordinator's Desk for assistance if necessary.